

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PERSONNEL CLERK**

Jurisdictional Class: **Competitive**
Date Adopted: **October 2006**
Date Revised: **July 2007**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **7**

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing entry-level personnel functions associated with personnel administration. The Personnel Clerk maintains personnel records, answers routine personnel questions, and processes paperwork necessary for the civil service and personnel administration. Considerable contact with the public, employees, and local officials is required in carrying out the assignments and responsibilities of this position. The work is performed under the general supervision of the Personnel Officer, or other senior human resources staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and enters personnel transactions into computer system to ensure they are in accordance with Civil Service Law and Rules, and informs senior staff of potential problems;
Responds to inquires from employees, the general public, departments, and/or officials of civil divisions served by the Personnel Office;
Prepares a variety of reports and correspondence requested by senior staff;
Maintains and files required documents in the personnel, medical and civil service files;
Maintains employee history files for county personnel;
Reviews payrolls and personnel data forms for completeness and correctness of entries;
Participates in the maintenance of roster records and other personnel record files;
Inputs personnel data from source documents directly into a computer system and makes additions, deletions and changes as directed;
Runs reports on personnel transactions such as probationary, provisional, temporary appointments, 426 entry history;
Updates job specification changes on the County website;
May prepare and distribute announcements for examinations;
Prepares office correspondence, position specifications, and a variety of reports;
May visit towns, villages, or school districts for the purpose of conducting agency business;
May monitor applicants taking Civil Service examinations;
Assist senior staff where needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of public personnel administration, including the provisions of the New York State Civil Service Law and Civil Service Rules; Working knowledge of the principles and practices of recruitment and examinations, merit system personnel transactions and Worker's Compensation transactions; Working knowledge of the organizational structure and functions of local government in New York State; Working knowledge of records maintenance and personnel transactions; Working knowledge of office terminology, procedures and equipment; Ability to communicate effectively both orally and in writing; Ability to acquire a working knowledge of Civil Service Law and local

Last Reviewed: n/a
Last Updated: 07/07
Reviewed By: n/a
Last Reallocated: n/a

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rules and the procedures used in the administration of collective bargaining agreements; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; Ability to follow oral and written directions; Ability to communicate effectively with others, both orally and in writing; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; Basic clerical aptitude; Knowledge of office software and personal computing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma *and either*:

- A) One year of clerical experience involving personnel transactions; **OR**
- B) Two years of entry clerical experience in an office situation; **OR**
- C) Completion of 30 credit hours in the Business or Human Resources area at a regionally accredited or New York State registered college or university; **OR**
- D) An equivalent combination of training and experience as indicated in A), B) and C) above.

NOTE: Part-time work experience will be pro-rated so your weekly hours must be recorded. 18 ½ to 20 hours a week for one (1) year is equivalent to six (6) months of experience.